

1 JUN 1965

S E C R E T

DDP 5-2511

MEMORANDUM FOR: Division and Staff Chiefs

SUBJECT: Rating Officers for Fitness Reports

1. I have observed that a number of Chiefs of Station are being rated in their fitness reports by Branch Chiefs (sometimes junior in grade to the Officer being rated). In some cases, the Deputy Division Chief serves as rating officer; in other cases the Division Chief serves as rating officer. I believe that it would be wise to establish some general ground rules as to who should rate whom in respect to senior field personnel. You are requested to comply with the following to the extent feasible.

COS (Grades 16-18)

- To be rated by Division Chief and reviewed by ADDP

COS (Grades up to and including GS-15)

- To be rated by Deputy Division Chief and reviewed by Division Chief

DCOS

- To be rated by COS and reviewed by Deputy Division Chief

COB

- To be rated by DCOS and reviewed by COS

2. With regard to Headquarters personnel, Division or Special Staff Chiefs normally should rate only their deputies and rely on their deputies to rate the next lower echelon officers of the Division or Staff concerned. In Headquarters, rating and reviewing officers will be as follows:

Division or Special Staff Chief

- To be rated by ADDP and reviewed by DDP.

(Note: Rating Officer for C/RID is C/OPSER.
Rating Officer for C/FI/D is C/FI.
Reviewing Officer in both cases will be ADDP.)

Deputy Division Chief

- To be rated by Division or Staff Chief and reviewed by ADDP.

(Note: Reviewing Officer for DC/RID is C/OPSER.
Reviewing Officer for DC/FI/D is C/FI.)

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

C/CSPS

DATE

9 Mar 71

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. SSA/DDS
7 D 16 Hqs 9 MAR 1971

FYI. The DDP issued this to be sure that field Station Chiefs have the opportunity to see their Fitness Reports promptly after preparation--rather than at end of tour only.

End

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